

Dear EE Coordinator,

The WI 2014-2015 evaluation template has been approved and added to your district Teachscape organizations. It is ready to be assigned to your district staff.

What does this mean for me?

Several weeks ago we informed you of your status as the Teachscape *Reflect* Administrator ("Admin"). The additional role and permissions of Evaluation Assignment Manager has now been added to the system. As the *Reflect* Administrator and Evaluation Assignment Manager, you have the system rights to update your district's rosters and assign the evaluation plan to your staff. As a reminder:

- The *Reflect* Admin role allows the management of functions such as adding, editing, and archiving users directly in the system, which means that you no longer need to send files to Teachscape.
- The Evaluation Assignment Manager role provides the ability to assign the 2014/15 evaluation plan or workflow to teachers and principals. **This step has to be completed for your district to begin evaluations.**

What do I do next?

You can begin to assign the 2014/15 evaluation plan to your district's users.

You can also view our [Teachscape Reflect Administration Help](#) if you are unclear as to how these new tools work.

Teachscape continues to offer training on the use of the new tools. **Register now!** Additional trainings will be posted for September. Because your rosters were uploaded last year, users are in the system; however, they will not have the 2014/15 evaluation plan assigned. There are also recorded webinars and guidance documentation that may meet your needs—particularly if you have not done these types of tasks before. **Administration Management information, webinars, and "how-to" information located here.**

[Register for Training >](#)

Wait! What if I am not the one that will be doing this for our district?

For the reasons mentioned above, please get the correct names to Teachscape as soon as possible. Please send the name(s) and emails of the individuals that will be doing this to WIsetup@teachscape.com. We will make the change and notify them when it is complete.

What if I need more information?

Call Teachscape Support at our new dedicated number for Wisconsin educators: 1-877-204-5568. Support hours (7 days per week) are Monday–Friday 7:00 am–9:00 pm ET and Saturday & Sunday 9:00 am–7:00 pm ET.

Thank you,

Teachscape

Visit the [Teachscape website](#) for more information about Teachscape's tools, resources and content.



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